

Message

From: Jarabek, Annie [Jarabek.Annie@epa.gov]
Sent: 11/29/2016 9:18:52 PM
To: Wright, Michael [Wright.Michael@epa.gov]; Segal, Deborah [Segal.Deborah@epa.gov]; Lassiter, Meredith [lassiter.meredith@epa.gov]; Rice, Glenn [rice.glenn@epa.gov]; Euling, Susan [Euling.Susan@epa.gov]; Richmond-Bryant, Jennifer [Richmond-Bryant.Jennifer@epa.gov]
CC: Vandenberg, John [Vandenberg.John@epa.gov]; Avery, James [Avery.James@epa.gov]; Gatchett, Annette [Gatchett.Annette@epa.gov]; Troyer, Michael [Troyer.Michael@epa.gov]; Lambert, Jason [Lambert.Jason@epa.gov]; Hawkins, Belinda [Hawkins.Belinda@epa.gov]; Slimak, Michael [Slimak.Michael@epa.gov]
Subject: LAST LOOK: HHRA Plans & RMS Refinements for Project 6
Attachments: LAST LOOK 112816_HHRA Project 6 Plan.docx; LAST LOOK 112916_ALL FY HHRA_Project 6_RMS.xlsx

Importance: High

Dear Mike / Deborah (PL) and Meredith / Glenn / Sue and Jen (TL)

Hope you had a great Thanksgiving.

We are grateful that these are finally “there”. As mentioned at the Planner’s meeting the week of October 20th and John previously alerted the Topic Leads (TL: Vince, Steve, Annette and David) at the weekly NCEA Division Directors meeting, attached please find your “last look” at the final FY16 – 19 project plans and associated Excel file representing RMS entry for the entire period. The focus for this crunch right now is FY16 Reporting (1st sheet) and FY17 RMS entry (2nd sheet), but please go ahead and review the entire file since I was able to parse all products out for this project because it was so well organized and written (Yay team Project 6!). And as can be attested by our rather constant contact, all have undergone several iterations so we hope that there are no significant changes.

- 1) **Project plan.** Please note: This represents the last time the plans will be open for refinements of text or change in scope – please provide the requested clarifications by December 1. After this, they will be uploaded to the SharePoint site as read-only files and visible to all of ORD as the others programs have done.
 - Any delays, deletions, or additions will require a “change sheet” that describes the change in plan and reason for its necessity.
 - This “change sheet” was attached to the Planner’s meeting invite on October 20 along with the transmittal memo regarding its use from Chris Robbins.
 - As emphasized, this is not to preclude flexibility but rather to make sure the plans accurately reflect and account for work being done so that both the NPD and respective LCO can be confident of status and accommodate competing priorities.
- 2) **FY16 RMS reporting.** The FY16 sheet should represent all products in the plan designated with an FY16 delivery.
 - Key products were negotiated with IOAA (Bob Kavlock) at this time last year and are not subject to any change.
 - Reporting status (e.g., completed) as of end FY16 is now required. Please review these entries – yours were essentially done already.
 - Specific dates are requested or at least provide the quarter when completed.
 - If delayed, provide a reason and anticipated new date.
- 3) **FY17 RMS entry.** The FY17 sheet captures the products planned for delivery in FY17.
 - Key products were already reviewed by division directors and subsequently reviewed and accepted by IOAA (Bob Kavlock). These are no longer open to change.
 - Products in FY17 can still be refined if absolutely necessary as long as the plan is updated at the same time after discussion with NPD team.
 - We will revisit the status of the FY17 entries quarterly to ensure no surprises and facilitate progress

We will discuss any final revisions or concerns at Planner's on Thursday December 1. The FY17 file should help clarify upcoming budget exercises and should be rectified against files provided by Chris for tracking allocations. Additionally, soon the RMS files should be populating STICS. If there is any question about what product number to enter, use the "longer" RMS number in the Excel files.

SPECIFIC QUERIES OR NOTES:

- **Congrats on the FY17 products delivered early. The strategy to build in contingencies appears to be working, even for the ones Matt has flagged recently**
- **DO NOT worry about the FY16 key product listed as incomplete. We pretty much worked that one to the bone this summer and this is the NPD final decision. We know the TL / PL / and even topic lead did all that could be done. We are moving on!!**
- **Per recent communications with NCER and SHC, please revise both the plan and FY18 Excel entry to properly reflect all updates. I have added Maggie and a note that it is a collaboration with SHC but likely more may still be needed.**
- ## **Ex. 5 Deliberative Process (DP)**
- **Do double-check me on all products and Quarterly due dates to be consistent with Plan. Red font especially indicates where I added de novo.**

Please let us know any thoughts from you and your TL as to what would be useful for subsequent Partner Alliance and Coordination (PACT) meetings. We anticipate that this will be an on-going conversation at Planner's meetings and with individual projects as we begin to implement that PACTs. We do plan on having science briefings at Planner's as well as with PACT members on most of the research projects.


Finally, thank you for all of your efforts getting the HHRA project portfolio and PACT launch briefings completed, as well as a successful FY17 Q1 Highlights briefing. We have received a lot of positive feedback. We have a very engaged set of partners and there is a lot of excitement about this upcoming implementation phase. Stan Meiburg (Deputy Administrator) spoke to the ORD Executive Council in October and noted the improvement in the ORD relationship with the programs and Regions. The effort to work with our partners continues to have benefits!

Again, please provide any final changes to these n = 3 files by COB Thursday December 1 to me, John, and James. This one is really just about ready. Thanks so much.

Keep on Plannin'...

Annie

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